Storage space is required for both audio and web recordings and data attachments, referred to collectively as MeetingNotes. It is important to plan for the system demand (disk space) that this kind of storage will require through proper configuration and management.

By default, the Web Conferencing server stores all MeetingNotes for meetings held on the server on a local disk. You can change the storage configuration to copy MeetingNotes to an external backup location (such as a shared network drive on a dedicated storage server, a network-attached storage device, or a storage area network).

Note: The video display component of a Cisco Unified MeetingPlace web conference is not recorded.

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Recording Size

Even if no documents are shared during a recorded meeting, Cisco Unified MeetingPlace Web Conferencing periodically records the meeting console and converts the recording into a synchronized voice and web Flash format. If no audio participants join the meeting, the meeting console is recorded in Flash format without the voice component.

Table: Approximate Disk Space Required lists the approximate disk space required for voice-only recordings and the additional disk space required for each web collaboration mode. A web conference can consist of application sharing, a presentation, whiteboard, and annotations. With screen sharing, the actual size of the recording depends on the screen sharing resolution, how often the screen changes, and how well the data compresses.

Table: Approximate Disk Space Required

Format	Approximate Disk Space Required Per Hour
Voice-Only Formats	
Cisco Unified MeetingPlace Voice format (.mpv)	15 MB
WAV format (16- bit, 8Khz PCM)	55 MB
MP3 format (32 kbits/s sampling rate)	19 MB
Windows Media format (.wma)	10 MB
Synchronized Voice and Web Flash Format	
Sharing an 11-slide, 6.6 MB PowerPoint file with several photo-quality image slides	+2 MB
Sharing a desktop or application	+40 MB

Configuring Shared Storage

By default, the Web Conferencing server stores all MeetingNotes content for meetings held on the server in a content folder on the local disk. We recommend that you change the storage configuration to copy content to a shared external backup location (such as a shared network drive on a dedicated storage server, a network-attached storage device, or a storage area network).

When you configure shared storage for a Web Conferencing server or for a cluster of servers, content is copied to the primary external storage device and pulled to the local content folder on each Web Conferencing server in the cluster as needed. You specify a Content Cache Size which determines the percentage of disk space that is taken up by the local content folder before old content is automatically purged to make room for new content. This configuration frees resources on the local server, which is especially helpful in a large cluster of Web Conferencing servers.

Do the following procedure to configure shared storage.

Restrictions:

- Starting in Cisco Unified MeetingPlace Release 6.0 Maintenance Release 5, you can no longer switch from the shared storage location to the local server. After you have configured shared storage and rebooted the server, as described below, the system will disable the option to enable or disable shared storage.
- Due to a Windows security restriction, you cannot move or copy files from the shared storage to the local storage when the Cisco Unified MeetingPlace Web Conferencing service is running under the LocalSystem account.
- When moving from one shared location to another, the Windows account that is configured to access the shared storage MUST have write access to both the old and new locations. If it does not, the old content will not be copied from the old location to the new location.

To Configure Shared Storage

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Shared Storage** .
3. For Enabled, click **On** .
4. For Shared Storage Path, enter the network-accessible path to the storage directory, for example, \\storesrvr\C$\Web_data.
5. For Content Cache Size, enter a value between 0 and 100 for the percentage of total disk space to use to cache content on the local server.
6. In the applicable fields, enter a domain, username, and password for a Windows account that will be used to access the directory that you configured in Step 4. If the account is a local account, enter the machine name in the Domain field.

   Note: All Cisco Unified MeetingPlace Web Conferencing services will be reconfigured to "Log On As" the account that you choose in this step.
7. Re-enter the password in the Confirm Password field.
8. Click **Save Changes** .
9. To put the changes into effect, click **Reboot Server** , then click **OK** to confirm the reboot. The server shuts down and restarts.

   Note: It may take several hours for the Cisco Unified MeetingPlace Web Conferencing services to come back up. They cannot start again until all the files in the C:\Program Files\Cisco Systems\MPWeb\Meetings and C:\Program Files\Cisco Systems\MPWeb\WebConf\content\7 folders are transferred to the shared storage device. These folders can possibly contain more than 20 GB of data each, so the downtime can be significant.
10. If this server is part of a load-balancing cluster, repeat Step 6 through Step 9 on every other server in the cluster.

Storage Maintenance

For optimal space usage, we recommend the following best practices:

- Use a shared or network drive to store attachments.
- (*For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 2 and earlier*) Use the Replication Service administrative tool to purge attachments after 30 days (the default purge setting is 60 days). For information about this feature, see the About the Replication Service.
- (*For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 2 and earlier*) Regularly check the drive you use to store attachments. Ensure that there is enough disk space for additional recordings. If not, purge unnecessary recordings on demand.
- Purge attachments and recordings regularly. See the About the MeetingNotes Purge Parameter for details.
- If you have configured Windows Media Server to store the .wma files separately from the other meeting attachments, you must purge that volume manually.
- (*For Cisco Unified MeetingPlace Release 6.0 Maintenance Release 3 and later*) See also How Permanent Meetings Affect Disk Space Resources.